



Employee Handbook Series

Building Relationships with Your Employees

AN EFFECTIVE EMPLOYEE HANDBOOK...

- ...saves your business from legal proceedings and safety hazards.
- ...establishes clear communication, expectations and guidelines.
- ...benefits all employees of your business or organization.

DATES: Every Thursday for 10 weeks
September 18 thru November 20, 2008

TIME: 8:00 am - 10:00am

LOCATION: Flathead Valley Community College
Arts & Technology Bldg, Room 236
The First Interstate Workforce Training Lab

FOR MORE INFORMATION CONTACT:
Roberta Diegel: 758.6273, rdiegel@mt.gov or
Cindy Carpenter: 871.2574, ccarpenter@centurytel.net

REGISTER: FVCC Continuing Education Center
406.756.3832 or ceinfo@fvcc.edu

**Limited Space Available
Pre-registration Necessary**

THE EMPLOYEE HANDBOOK SERIES:

- Is an educational process to support your completion of an employee handbook.
- will guide you step-by-step to create a handbook that is customized to your business or organization.
- Will include employment law attorney, Dan Johns, to discuss & emphasize the importance of a legal review of your handbook.
- Utilizes proprietary software.

WHO SHOULD ATTEND?

If you are in a position to determine or enforce employment-related policies and procedures or would be responsible for drafting employment related policies and procedures, this is for you!

PRESENTER - CINDY CARPENTER



Cindy Carpenter, President of Cindy Carpenter Business Services, Inc., is a certified Senior Professional in Human Resources (SPHR) with over 25 years of training experience. Cindy is an adjunct faculty member for Workforce Training at Flathead Valley Community College and a former instructor for the American Institute of Banking (AIB). Her work has included training on performance appraisals, diversity, team building and leadership, as well as DISC analysis, focus group facilitation, assistance with creating business plans and coaching. Cindy served as Senior Vice President of Human Resources for a banking institution with 200 employees in 11 offices from Libby to Butte for eight years in addition to co-owning a family auction business.

A University of Montana graduate in Business Education, Cindy brings a healthy combination of training, education, business ownership and actual workforce development experience to your company.

SPONSORS



**Flathead One Stop
Workforce Center**

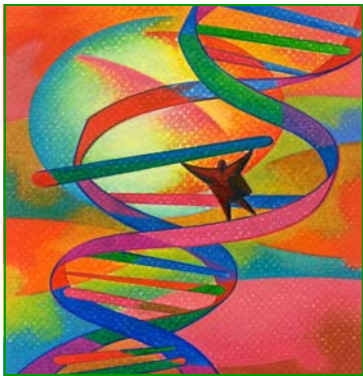


Flathead Job Service
Employers' Council



Flathead
Trainers & Educators
Consortium

PROGRAM SUPPORTERS



Employee Handbook Series

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2008

APPLIED FOR...

...general PHR/SPHR or GPHR recertification credits
for completion of 10 week Series from
The Society for Human Resource Management .

Mark Your Calendar

September

18th

25th

October

2nd

9th

16th

23rd

30th

November

6th

13th

20th

Topics Will Include...

- Need for handbook
- Initial Employment Period
- Nature of Employment
- Business Ethics and Conduct
- Job Posting
- Access to Personnel File
- Employment Applications
- Performance Evaluations
- Job Descriptions
- Types of Benefits Granted
- Vacations
- Holidays
- Health Insurance
- Employment Termination
- Safety
- Work Schedules
- Use of Equipment and Vehicles
- Computer Usage and Email
- Workplace Violence Prevention
- Medical Leave
- Employee Conduct and Work Rules
- Drug and Alcohol Use
- Sexual and Other Unlawful Harassment
- Attendance and Punctuality
- Resignation
- Progressive Discipline
- Problem Resolution
- Workplace Etiquette
- Suggestion Program
- Guest Speaker – Legal Considerations
- Review of forms that can be used
- Available Resources
- How to Implement a new or revised Employee Handbook

...and much more!



**Flathead One Stop
Workforce Center**

CO-SPONSORED BY:

Flathead Valley Community College
Flathead One-Stop Workforce Center

Organization

Address

City, State, Zip

Phone

Email

Names of Participants:

Detach and return with payment to:

Flathead Valley Community College

777 Grandview Drive Kalispell, MT 59901
or fax to 756.3351

To register contact:

FVCC Continuing Education Center
756.3832 or ceinfo@fvcc.edu



**REGISTER: Up to 2 individuals
from the same organization**

\$250.00

PAYMENT METHOD:

☐ Check (payable to Flathead Valley Community College)

☐ Visa ☐ MasterCard ☐ American Express

Account Number: _____ Exp. Date: _____

Card Holder's Signature: _____

☐ Bill my employer (Include authorization letter from company official & below info if different from info provided at left).

Organization: Name Address City State Zip